



Government Support Services – Contracting
100 Enterprise Place
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Dover, DE 19904-8202

October 18, 2012

TO: ALL OFFERORS

FROM: COURTNEY MCCARTY
STATE CONTRACT PROCUREMENT OFFICER II

SUBJECT: REQUEST FOR PROPOSAL – ADDENDUM
NO.: GSS12070-CLOTHING
CLOTHING, LINEN & TEXTILES, FOOTWEAR AND SCRUBS

ADDENDUM #1

The purpose of this addendum is to answer questions that were submitted.

All documents relating to the current contract can be found at:
http://contracts.delaware.gov/contracts_detail.asp?i=223

1. Part 4 - Section 1: The #4 item for measuring does not specify any number of employees. Does that mean if they call and only have one employee, we have to take all of our samples to Smyrna to fit them?

Part 4 – Section 1 does not require try-on samples. More than 5 employees, the vendor will be required to travel to DHCI for employee measuring. Five or less employees, the employees will visit the local store for measuring. Agency will work with vendor to schedule in store and on site measuring providing 3-5 working days' notice.

2. If a company has been purchased by an employee in the year. Does the State require Financial Information from the new owner only? (Less than 6 months)

Vendors may elect to take minor exceptions to the terms of the solicitation for consideration.

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3. Part 1 – Section 3: Are samples of the embroidery and silk-screen required to be submitted with the bid?

Samples of embroidery and silk-screen have not been requested for this solicitation.

4. Part 1 – Sections 8 & 9: Some items listed have been discontinued by manufacturer with no replacements offered. How would the State like us to proceed? No bid? Bid Something?

For items that have been discontinued, please notate this on the exceptions document. Vendors are requested to submit an alternate, comparable product in place of the approved brand that has been discontinued and submit a sample per the instructions.

5. Do you have knowledge of quantities per item or approximations?

No estimates are available; however, vendors can use Usage reports as a reference. Usage information can be found online at:
http://contracts.delaware.gov/contracts_detail.asp?i=223

6. If we were to bid a category, like work clothing, t shirts and rainwear would we need to bid on all items in that department?

Vendors are not required to bid all items within a section; unless the section specifically state vendors must bid all items.

All other terms and conditions remain the same.